In-Process Application Review Process

Once you are ready to begin project the review and edit process **(After Monday, January 28, 2008 and before Friday, February 15, 2008),** you should follow the following steps:

1. Go the FMS site;
2. Sign in and click on the "Universal Application" tab;
3. Choose "Resume In-process Application" - this will allow you to see the latest version of all your projects in an editable format; and
4. Begin your project review.

Please focus your review on the following elements:

1. Are the projects properly described in the TIP?

Review project name and project description to ensure that the name, limits and scope are accurate.

2. Are the dollar amounts, fund sources and programming years correct?

In most cases, particularly for federal and state funding, the fund sources and amounts should not be changed, since they reflect official MTC programming actions.

Please revise local fund sources and amounts to reflect total project costs or updated total project costs.

For FTA funds, if the funds are currently programmed prior to FY2006-07 and they have not been included in a grant, use the carryover field to indicate to us that the funds need to be carried over into the new TIP. This applies to FTA funds only. The carryover field **should not** be used for non-FTA funds.

All projects must show the total cost for the project as described in the TIP listing, including any costs outside the four-year period of the TIP. Any funds outside the four-year TIP period (beyond FY 11-12) that are not yet committed should be coded with the RTP-LRP fund code (as long as it is specified in the Regional Transportation Plan (RTP)). All costs must be escalated to the year of expenditure.

3. Are all funded phases reflected in the project listing?

As part of the regulations requiring that project listings show the total project costs, federal guidance requires that all funded phases be reflected accurately in the project listing. If a project listing does not show any amount programmed for

a phase, (e.g. ENV, PE, PS&E, ROW or Con) a formal TIP amendment and perhaps a new conformity analysis would be required to amend such a phase into the TIP if necessary in the future. Therefore, you must show all project phases (even if funded with local resources) in your project listings if they are not listed already.

Funds for a project phase must be listed in the same year, which is the year of allocation/obligation for that phase (e.g. ENV, PS&E, PE, ROW or Con). Exceptions are for pre-approved corridor projects (as listed in the RTP), annual ongoing service/operations projects (such as the Spare the Air Program), multi-year program of projects (such a various streets and roads rehabilitation, or bus rehabilitation/replacement programs), or projects with multiple segments (in which case the project description must include a statement noting the number of segments such as "segments 1 through 3").

4.   Should the project be included in the 2009 TIP or can the project be archived?

Are any projects completed, fully obligated (FHWA projects) or in an approved or pending FTA grant? Are any projects listed more than once?

If **all** federal or state funding for the project have been awarded, obligated or the project has been completed, or if all project funding is prior to FY07 and if no further federal action is anticipated for the project, the project can be archived and removed form the TIP. This is important, as completed projects must be reported to FHWA, and the list we provide is the list of 'Archived' projects.

If the project is not yet completed and you would like it to be included in the new 2009 TIP for informational purposes, even though all funds are in prior year (before FY 2008-09) place a check in the "No, project is not complete" box, and use the "submit" button.

5.   Should the Carryover Field be checked?

For FTA funds programmed prior to FY2008-09 that have been obligated or included in an approved FTA grant, the carryover field does not need to be used.

Please enter Carryover to 2009 if:
a) The funds are in a pending FTA grant; or
b) If the funds have been transferred to FTA from FHWA but have not been included in a FTA grant; or
c) If the funds are a prior year FTA earmark not yet obligated or included in a grant.

Do not use the Carryover Field for non-FTA funds.

6. The project listings show the latest version of the project including pending amendments. Please check your projects to ensure that pending amendments are shown correctly.

7. In addition to federally funded projects, the TIP must also include regionally significant locally funded projects. Review your agency's capital improvement program for FY 2008-09 through FY 2011-12 to determine if your locally funded projects must be included in the TIP. A locally funded project is considered regionally significant if it impacts air quality in the Bay Area or if it will require any federal agency action. For example, addition of an interchange to the interstate system, that is capacity increasing or a project that requires federal permits would need to be shown in the TIP. (Additional information regarding regionally significant locally funded projects is provided in Attachment A.)

To propose a new regionally significant project, go to the "Universal Application" tab of FMS and propose a new project for each of your new regionally significant projects, so we can include them in the TIP. If these projects impact Air Quality, they are due to MTC by Friday December 21, 2007.

8. After your review, update the contact information section located at the end of each project listing and submit the project to MTC for review and inclusion into the 2009 TIP.

If you have any funding specific question(s) please contact the following MTC staff persons:

FHWA Funds including: STP/CMAQ, FHWA Earmarks	Craig Goldblatt	(510) 817-5837
FTA Funds including: Section 5307/5309/AB664, FTA Earmarks	Glen Tepke	(510) 817-5781
State and Regional Funds including: STIP/TE, TCRP, CMIA, RM2	Kenneth Kao	(510) 817-5768
2009 TIP Development and Fund Management System (FMS)	Sri Srinivasan	(510) 817-5793

DOES THE PROJECT NEED TO BE INCLUDED IN THE TIP?

	PROJECT TYPE	DOES THE PROJECT NEED TO BE INCLUDED IN THE TIP?	Project Level Conformity [1] Analysis	Project Review for RTP Consistency [4]
A	• **Federal Action(s) or Permit(s) Required** and/or • **Federally Funded[2]** and/or • **Regionally Significant[3]** (for air quality conformity purposes - regardless of fund source)	**YES**	YES	YES
B	• **Federal Action(s) or Permit(s) Required** and/or • **Federally Funded[2]** • Not regionally significant (Exempt from Air Quality Analysis under the Clean Air Act)	**YES**	NO	YES
C	• **Federal Action(s) or Permit(s) Required** • Non-federally funded. • Not regionally significant (Exempt from Air Quality Analysis under the Clean Air Act)	**YES**	NO	YES
D	• No Federal Action(s) or Permit(s) Required • **State Funded[2] (Requiring CTC Action)** • **Regionally Significant[3]**	**YES**	YES	YES
E	• No Federal Action(s) or Permit(s) Required • 100% locally funded. • **Regionally significant[3]**	**YES**	NO	YES, if affecting state highway system; Otherwise NO
F	• No Federal Action(s) or Permit(s) Required <u>and</u> • 100% Locally Funded <u>and</u> • Not Regionally Significant	NO	NO	NO

Footnotes:

[1] Project Level Conformity: While several classes of projects are defined to make it easier to understand MTC project review procedures, we urge project sponsors to contact MTC staff as early as possible in the project development process to discuss the project review procedures, which will be applied to a proposed project for Air Quality Conformity purposes. Planning, budgetary, implementation or other issues might warrant a higher standard of review.

[2] Federally Funded: Any transportation project receiving federal funds, or that requires a federal action or federal permits must be included in the TIP. Because of the co-mingling of federal and state funds in the State Highway Account, it is assumed that all projects using State Transportation Improvement Program (STIP) funds are "federalized" and must go through project review and air quality conformity.

[3] Regionally significant: Regionally significant projects must be included in the TIP to ensure adequacy of the Air Quality conformity analysis. Examples of Regionally Significant projects are those that are capacity increasing, including principal arterial highways or fixed guideway transit

facilities that offer an alternative to regional highway travel. Other projects may be deemed regionally significant if necessary to ensure adequate conformity analysis.

[4]**Project Review**: All projects included in the TIP must be consistent with MTC's Regional Transportation Plan (RTP). This review would typically be complete upon the Commission's adoption of the TIP. For capacity increasing projects (e.g. lane additions or park & ride lots of at least 250 spaces) the projects must go through a more thorough review.